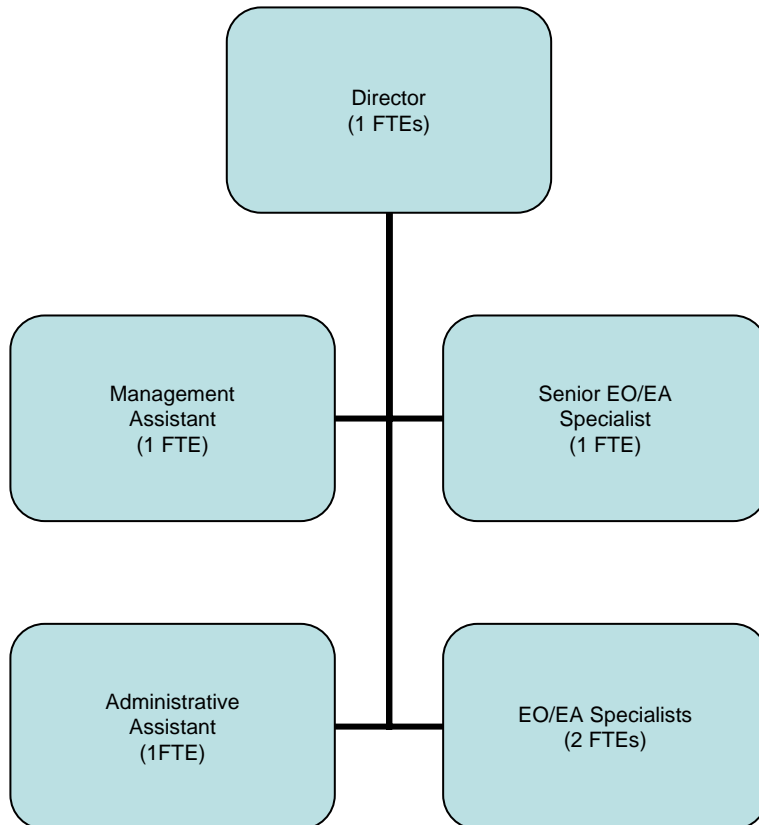




Equal Opportunity/ Equity Assurance (6 FTEs)



EQUAL OPPORTUNITY AND EQUITY ASSURANCE

Mission:

To assist in creating a business environment where firms desiring to do business with the City can do so in an inclusive atmosphere, and services to our internal and external customers are accessible and delivered in an equitable manner.

PROGRAM DESCRIPTION

Equal Opportunity and Equity Assurance

465,573

6 FTEs

The Department of Equal Opportunity/Equity Assurance is responsible for the implementation of the City's Equal Business Opportunity Program (EBOP). Responsibilities include:

- Recruitment of small disadvantaged business enterprises (SDBEs) eligible to participate in the EBOP.
- Certification of businesses to service City contracts in the areas of construction, professional services, supplier/vendor, and non-professional services.
- Maintenance of the SDBE system of all currently certified businesses.
- Business development through the provision of technical assistance and support.
- Administration and implementation of the Mentor-Protégé Program.
- Staff support to the EBOP Advisory Committee and the Mayor's Committee for Persons with Disabilities.
- Project identification for potential contracting opportunities from city departments.
- SDBE participation goal setting.
- EBOP Compliance determination.
- Quarterly monitoring of SDBE participation in City contracting activity.
- Annual reporting of SDBE participation on City Contracts and reporting on special projects as requested.
- Monitoring city compliance with SB 914 reporting requirements.

RESOURCE ALLOCATION

	Actual FY 2005-06	Adopted FY 2006-07	Estimated FY 2006-07	Adopted FY 2007-08	Change
Appropriations					
Personal Services	\$ 402,547	\$ 422,417	\$ 429,480	\$ 425,249	0.7%
Operating	40,854	34,424	36,337	40,324	17.1%
Capital	-	-	-	-	0.0%
Total Appropriations	\$ 443,401	\$ 456,841	\$ 465,817	\$ 465,573	1.9%
Full Time Equivalents	6	6	6	6	-
Part Time	-	-	-	-	-
Revenues					
Discretionary	\$ 443,401	\$ 456,841	\$ 465,817	\$ 465,573	1.9%
Program	-	-	-	-	0.0%
Total Revenues	\$ 443,401	\$ 456,841	\$ 465,817	\$ 465,573	1.9%

BUDGET ISSUES FOR FY 2007-08

- Maintain current departmental funding level to fulfill the responsibilities of the EBOP.

UNFUNDED OR UNDERFUNDED ITEMS

- Disparity Study \$250,000
- Contract for Project Monitoring \$16,380

COMPLETED INITIATIVES FOR FY 2006-07

- Actively sought business opportunities for certified SDBE firms in the Eastway Avenue Project, Durham Performing Arts Theater and Blue Devil Partners projects.
- Conducted successful Minority Enterprise Development Week activities that included a kick-off event attended by approximately 100 persons with a keynote address by the Lt. Governor, a youth entrepreneurial program attended by 425 public school students, an educational program with approximately 60 attendees, and a trade fair attended by 250 attendees.
- Graduated second class of participants in the Mentor-Protégé Program.
- Published monthly "SDBE Spotlights" to acquaint internal and external customers with the services of our certified firms.
- Sent bid news brief to SDBEs every 2 weeks to advise them of business and educational opportunities.
- Implemented 2 successful programs with Triangle Minority and Women's Business Enterprises (M/WBE) coordinators: Legal Issues in Construction attended by 35 small firms and a Speed Networking event with 70 participants.
- Conducted 2 training sessions on EBOP for employees.
- Developed policy that would permit the substitution of firms certified by NCDOT and US Small Business Administration (SBA) on City projects.
- Explored ways to address subcontractor payment concerns.

DEPARTMENT INITIATIVES FOR FY 2007-08

- Graduate 3rd class of participants in the Mentor-Protégé Program.
- Increase the numbers of SDBEs.
- Implement policy that will permit the use of firms certified by NCDOT and the SBA on City projects.
- Actively seek specific business opportunities for SDBEs on all Construction Manager at Risk projects.
- Begin process of updating all departmental forms into writable web-based formats.

GOALS, OBJECTIVES & STRATEGIES FOR FY 2007-08

GOAL: *To continue the implementation of the Equal Business Opportunity Program (EBOP).*

OBJECTIVE: To monitor the amount of contracting dollars awarded to SDBE firms in accordance with the EBO ordinance by June 30, 2008.

STRATEGY: Seek and make available economic and business development opportunities for SDBE firms.

MEASURE:	Actual FY 2006	Adopted FY 2007	Estimated FY 2007	Adopted FY 2008
% Dollars spent with MSDBEs in professional services	7%	10%	10%	10%
% Dollars spent with MSDBEs in construction	10%	15%	15%	15%
% Dollars spent with WSDBEs in Professional services	1%	5%	5%	5%
% Dollars spent with WSDBEs in construction	5%	5%	5%	5%

OBJECTIVE: To graduate new class of at least three SDBE participants from the Mentor Protégé Program by June 30, 2008.

STRATEGY: Recruit mentors and protégés for the program, gain commitments to participate and monitor participation regularly. Conduct graduation activity.

MEASURE:	Actual FY 2006	Adopted FY 2007	Estimated FY 2007	Adopted FY 2008
# Firms graduating	3	4	3	3